

COUNTY OF SAN DIEGO DEPARTMENT OF PARKS AND RECREATION POLICY AND PROCEDURE MEMORANDUM	POLICY NUMBER C-15 1 Page
TITLE: Camping Reservations	Date issued/revised: 09/01/04 Authorized by: Renée Bahl, Director Signature: <i>Renée E. Bahl</i>

IT IS THE POLICY of the Department of Parks and Recreation that the Director shall establish procedures for individual and group reservations for County campsites.

PROCEDURE:

1.0 CAMPING RESERVATION TIME LIMITS:

- 1.1 Individual, Group, Youth Areas and Caravan Area Reservations can be made 12-months in advance of the first day of stay.
- 1.2 Reservations can be made from 1-day to 21-days.
- 1.3 Individuals may make up to 5 reservations in a 24-hour period.
- 1.4 After a maximum stay of 21-days, within a 28-day period, an Individual must be out of the park for at least 7-days before another reservation or registration can be made.

2.0 CAMPSITE OCCUPANCY

- 2.1 A reservation will be made and guaranteed for 1 camping unit and up to 8 people per campsite. The Supervising Ranger at the Park will determine each site's capacity for additional camping units and will allow such usage, as is appropriate. Full site fees will be charged for all additional units.
- 2.2 A paid reservation, for each night, entitles the camper to use the site from 2:00 p.m. (check-in) until 1:00 p.m. (check-out) the following day. Campers must check-in before 1:00 p.m. of the next day of the reservation or forfeit the site and paid fees.
- 2.3 Campsites that have not been reserved become available on a first-come, first-served basis or until the next scheduled reservation for that site.
- 2.4 Extra Vehicles - The Supervising Ranger at the Park will determine each site's capacity for Extra Vehicles and allow such usage, as is appropriate and charge an extra vehicle fee accordingly.

3.0 FEE COLLECTION

- 3.1 All fees for RESERVED INDIVIDUAL OR GROUP SITES AND RESERVED YOUTH and CARAVAN AREAS are collected in advance by either the Reservation Desk, the online reservations system or the park facilities. Group Camping fees are collected per policy C-25. Discount Card, Senior and Disable Card fees discounts will apply to all individual reservations. A reservation fee and cancellation fee, if applicable, is charged for each individual site reservation in addition to any site fees. The reservation fee is not charged to Resident and Senior/Disabled cardholders.
- 3.2 The Ranger at the Park collects all fees for UNRESERVED/FIRST-COME, FIRST-SERVED SITES/AREAS. Site fees must be paid prior to check-in time for each night's stay. No reservation fee is charged. Group areas that are unreserved may be used as individual sites.
- 3.3 The Ranger at the Park will collect all additional fees for pets, extra vehicles or camping units, boating and fishing fees.
- 3.4 There will be a charge of \$3 to cancel or change the reservation. The Reservation desk must be notified to change arrival or departure dates and/or site type or site number.
- 3.5 If a reservation is canceled more than 90-days prior to the arrival date, the camping fee will be refunded less the \$3 reservation fee and a \$3 cancellation fee.
- 3.6 If a reservation is cancelled between 90-days but more than 30-days prior to the arrival date, the camping fee will be refunded less the first nights camping fee and the \$3 reservation fee per site and the \$3 cancellation fee
- 3.7 If a reservation is cancelled less than 30-days prior to the arrival date all fees are forfeited.
- 3.8 Reserved sites will be held until 1:00 pm. on the day after the scheduled arrival date. The site will then become available on a first come, first served basis until the next scheduled reservation for that site.
- 3.9 A \$3.00 transfer fee is charged for Individual Reservations that are changed and rescheduled prior to the arrival date. All transfers must be within the next 3-month period.
- 3.10 A \$5.00 transfer fee is charged for Group Reservations that are changed or rescheduled prior to the arrival date. All transfers must be within the next 3-month period.
- 3.11 Only one transfer or site change maybe made per Group or Individual reservation.